



FREMONT COUNTY  
615 Macon Avenue – Room 206  
Canon City, Colorado 81212  
719-276-7351  
www.fremontco.com

## REQUEST FOR PROPOSALS

### Hayden Pass Flood Recovery Design Services

Sealed qualification statements for **Civil Engineering Design and Project Management / Inspection Services for the Hayden Pass Emergency Watershed Protection Program (EWP) Project** for Fremont County will be received by the Fremont County Manager, 615 Macon Avenue Room 206, Canon City, CO 81212, **UNTIL 2:00 PM, September 19, 2018**. **Faxed or electronically submitted proposals will not be accepted.** This project is being funded through NRCS EWP and Colorado Division of Homeland Security and Emergency Management DEF funding.

A **PRE-PROPOSAL CONFERENCE** will be held at **11:00 AM, September 5, 2018**. All interested firms should meet at the Fremont County Administration Building, 615 Macon Avenue Room 206, Canon City, CO 81212, at the time and date stated above. While this meeting is not mandatory, it is **strongly recommended** that interested firms attend to have questions answered. A site visit will follow the office meeting. Transportation to the project site will not be provided. Travel distance is approximately 35-miles west of Canon City, Colorado. When attending the pre-proposal conference, please bring your business card.

All questions regarding this request for proposal should be directed to Sunny Bryant, Fremont County Manager, email: [sunny.bryant@fremontco.com](mailto:sunny.bryant@fremontco.com) or 719-276-7351. All interested firms are invited to submit a proposal in accordance with the terms and conditions stated in this Request for Proposals.

Download project documents from the Fremont County Website at [www.fremontco.com](http://www.fremontco.com)

**It is the responsibility of all firms to make sure that they have obtained all solicitation documents and addendums, and to include signed copies of each addendum signature page with their bid.**

**FREMONT COUNTY**

**RESPONSE CHECKLIST**

**Civil Engineering Design and Project Management Services  
for the Hayden Pass Emergency Watershed Protection Program (EWP) Project**

The proposer’s attention is especially called to the items listed below, which must be submitted in full as part of the proposal. Failure to submit any of the documents listed below as a part of your proposal, or failure to acknowledge any addendum in writing with your proposal, or submitting a proposal on any condition, limitation, or provision not officially invited in this Request for Proposals (RFP) may be cause for rejection of the proposal.

Proposer shall check each box indicating compliance.

**THIS CHECKLIST MUST BE SUBMITTED AS PART OF YOUR PROPOSAL PACKAGE**

<b>PLEASE SUBMIT ONE (1) ORIGINAL, ONE (1) PUBLIC COPY, THREE (3) COPIES, AND ONE (1) CD OF THE FOLLOWING DOCUMENTS</b>	
	Response Checklist
	Addendum(s) Acknowledgement if any
	Project Plan
	Exceptions if any
	Copies of requested Insurance Certificate
	Qualification Statement
	Byrd Anti-Lobbying Certification
	Fee Proposal (in a separate envelope)

PLEASE READ THE “**INSTRUCTIONS FOR SUBMITTING PROPOSALS**” INCLUDED IN THIS PACKAGE.

COMPANY NAME	PHONE NUMBER
STREET ADDRESS	
CITY, STATE, ZIP	EMAIL
AUTHORIZED REPRESENTATIVE NAME (PRINT)	TITLE
AUTHORIZED REPRESENTATIVE SIGNATURE	DATE

FREMONT COUNTY  
CONTRACTS & PROCUREMENT DIVISION

GENERAL SPECIFICATIONS

**Civil Engineering Design and Project Management Services  
for the Hayden Pass Emergency Watershed Protection  
Program (EWP) Project**

Fremont County is seeking proposals from qualified, experienced professional engineering firms to provide Civil Engineering Design and Project Management Services for the Hayden Pass Flood Recovery Emergency Watershed Protection Project. This Project is being funded through NRCS EWP and Colorado Division of Homeland Security and Emergency Management DEF funds.

The successful firm ("Consultant") shall enter into a Professional Services Contract with the County to provide the services outlined herein. The services requested in this RFP primarily include project design, project coordination, project management, preparation of construction plans and specifications, assistance in preparation of individual Operation and Maintenance agreements with landowners, preparation of construction bid scope and construction budget, and construction inspection / management. Each task, as identified in this RFP, will only begin once directed by the County Manager.

No CDOT facilities or oversight are involved in this project. Federal and State money will be expended on the project. Federal NRCS ( EWP ) and State of Colorado Department of Public Safety, Division of Homeland Security and Emergency Management ("DHSEM"), and Colorado Water Conservation Board oversight of the Project is required. As such, the Consultant shall be responsible for full compliance with all applicable Federal, State and local laws, including but not limited to, the "Applicable Laws" listed in Exhibit A of the Department of Public Safety, Division of Homeland Security and Emergency Management and Fremont County Grant Agreement (attached) and full compliance with requirements, including but not limited to, the Federal Uniform Act and Community Development Block Grant (CDBG) Guidebook, and Fremont County Flood Damage Prevention Permit requirements.

**GENERAL INFORMATION**

**A. DESCRIPTION**

The Hayden Pass wildfire burned about 17,500 acres of forest in the summer of 2016. The fire area and damaged watersheds are mostly in Fremont County, on the south side of the US Highway 50, approximately 20 miles southeast of Salida, Colorado.

This Project shall consist mainly of streambed improvements along damaged sections of Hayden Creek and Cottonwood Creek, with channel re-alignment of the lower ends of Butter Creek and Little Cottonwood Creek. The scope of the project construction work was prepared by NRCS and outlined in their Hayden Pass Flood Damage Survey Report (DSR dated 3/27/2018 ). The design tasks for this Project shall be based on the following construction items outlined in the NRCS DSR:

Channel Bed Stabilization	200	Lineal Feet
Critical Area Planting	15	Acres
Diversion Dam ( fill erosion hole under lower spillway )	70	Cubic Yards
Grade Stabilization Structure	8	Each
Pipeline Crossing ( irrigation pipe re-alignment )	120	Lineal Feet
Obstruction Removal	150	Cubic Feet
Streambank and Shoreline Protection	7,400	Lineal Feet
Structure for Water Control	2	Each

Work area locations are shown on Hayden Creek and Cottonwood Creek maps from NRCS in Appendix.

The following hydrology documents will be attached as part of this RFP:

- Hydrology Resource Report Hayden Pass Fire BAER Assessment , San Isabel National Forest August 1, 2016
- Hayden Pass Fire DSR, NRCS, 3/27/2018
- Hayden Pass Wildfire Hydrologic Analysis, U.S.A.C.O.E, May 2017
- Hydrology and Hydraulics Section Field Inspection Report, U.S.A.C.O.E, June 20, 2017

Design requirements are generally outlined within this scope of work; however the scope may be reduced or expanded depending on the findings during each phase.

**B. AVAILABLE GEOSPATIAL DATASETS**

Upon request the following information shall be made available to the Consultant, at no cost via DropBox, from the Fremont County Regional GIS Authority. The GIS data will be available for review during the Request period and after the contract is awarded. Inquiries can be directed to the GIS Authority Manager, Bob Bush, at [bob.bush@fremontco.com](mailto:bob.bush@fremontco.com).

- 1.) Aerial photography collected in April of 2016; 1-foot resolution; tiled ERDAS .img files.
- 2.) LIDAR terrain point data collected to QL2 specifications in April 2016. Classified point-cloud provided as tiled .LAS files
- 3.) Two-foot contours generated from April 2016 LiDAR data collection.
- 4.) Tax Assessor’s parcels with attributes as requested.
- 5.) FEMA floodplains effective as of 13oct2015.

Data tiles required for coverage of the proposed work sites are shown below:



**DEFINITIONS**

For clarity in the assignment of responsibilities, the following definitions have been used:

AASHTO	American Association of State Highway and Transportation Officials
ACOE / USACE	Army Corps of Engineers
BOCC	Fremont County Board of County Commissioners
CDOT	Colorado Department of Transportation, Region 2
City	None
County	Fremont County, Colorado
DOW	Colorado Parks and <del>Division of</del> Wildlife
EWP Sponsor	Fremont County, Colorado
USFWS	United States Fish and Wildlife Service
NRCS	USDA Natural Resources Conservation Service

**STATEMENT OF WORK**

**A. PROJECT MANAGEMENT / ADMINISTRATION**

This task shall include general administration, coordination, documenting, scheduling, reporting, and related activities for the overall successful completion of the project.

- 1) **Project Manager:** The Consultant shall identify a project manager for this project who will work directly ~~for~~ with and support the County Project Manager in the management and administration of the project. The Consultant’s Project Manager shall be responsive on a daily basis Monday through Friday to the County Project Manager throughout the project. The Consultant shall also identify an assistant project manager capable of filling in for the project manager in the event that the project manager is not available due to travel, illness, or other event that will be longer than one week in length.
- 2) **Schedule:** The Consultant shall provide, track, and update the project schedule and milestones. The schedule shall be developed in sufficient detail to track all project tasking reflected in the statement of work submitted in the approved proposal. Additional tasks and sub-tasks shall also be included in the schedule where appropriate.

An updated schedule as well as a one-month “look ahead” of upcoming work efforts, shall be provided to the County Project Manager with the monthly invoice at the end of each month for the project duration.

- 3) **Progress Payments:** County staff will process all payment requests for approval through Fremont County administrative personnel.
  - a. The County will reimburse the Consultant’s reasonable, allocable, allowable costs of performance of the Work, not exceeding the maximum agreed total amount. To be eligible for reimbursement, costs by the Consultant shall be:
    - (1) in accordance with the terms and conditions of this contract;
    - (2) necessary for the accomplishment of the Work;
    - (3) reasonable in the amount for the goods and services provided;
    - (4) actual net cost to the Consultant (i.e. the price paid minus any refunds, rebates, or other items of value received by the Consultant that have the effect of reducing the cost actually incurred);
    - (5) incurred for Work performed within the contract period of performance;
    - (6) federally and state reimbursable; and
    - (7) satisfactorily documented:
      - All allowable costs charged to the project shall be supported by properly executed payrolls, time records, invoices, contracts, or vouchers evidencing in detail the nature of the charges.
      - Any check or order drawn up by the Consultant, including any item which is or will be chargeable against the project account, shall be drawn up only in accordance with a properly signed voucher then on file in the office of the Consultant, which will detail the purpose for which said check or order is drawn. All checks, payrolls, invoices, contracts, vouchers, orders, or other accounting documents shall be clearly identified, readily accessible, and to the extent feasible,

kept separate and apart from all other such documents.

- b. The Consultant shall prepare and submit to the County, no more than monthly charges for costs incurred relative to the project:
  - (1) Invoices shall include the project name and identifying number, “Pay Request Number”, a description of the amounts of services performed, the dates of performance and the amounts, description of reimbursable expenses, and any other project specific information requested by the County.
  - (2) Invoices shall include an updated schedule, and a Status Report that briefly summarizes the work completed within the invoiced pay period, key issues, and a one-month “look ahead” of upcoming work efforts
  - (3) If personnel (title and/or name) that is not listed on the contract approved rate sheet is used on the project, the Consultant shall provide a brief introduction of the employee including their Name, Title, billable rate and short description of their previous work, on-going work and/or future work on the project. This information shall be included on the Status Report sheet. To be eligible for payment, billings must be received within 30 days after the period for which payment is being requested and final billings on this contract must be received by the County within 30 days after the end of the contract work.
- 4) **Project Updates and Presentations:** The Consultant shall be prepared to provide periodic project updates ready for publishing to the Fremont County website.

## **PROJECT COORDINATION**

The Consultant shall work closely with the County Project Manager to identify impacted or interested parties and to develop strategies and action plans for facilitating communications, obtaining information, and coordinating regulatory approvals, utility issues, and Operation and Maintenance agreements as required for advancing the project. Coordination will be required with Utility Providers and individual property owners.

The Consultant shall take the lead in scheduling and coordinating all meetings necessary to coordinate with the stakeholders, other affected parties, agencies, and utilities with respect to the project schedule. The Consultant shall facilitate these meetings and provide meeting agendas to all participants prior to the meeting. The Consultant shall provide meeting minutes and track discussion and action items generated by the meeting attendees. The Consultant shall not schedule or attend meetings with agencies, developers, or other outside parties without coordination with, and approval of the County Project Manager.

At least bi-weekly progress meetings will be held at the project site office or Fremont County Administration Building, or as mutually agreed. Milestone meetings will be required, such as, the kickoff meeting, Alternatives / Concept plan review, periodic progress plan reviews, and final plans and specifications review. The Consultant shall not proceed with project tasks until approved by the County Project Manager.

## **ALTERNATIVES / CONCEPTUAL**

This phase will require initial contact with all agencies involved and for the consultant to begin assimilation of data to support alternatives analysis for the project. The Consultant shall develop conceptual level plans and designs to support alternatives analysis and preliminary engineering for the entire channel as identified in EWP Project Areas shown in Exhibits “A” (Big Cottonwood, Butter and Little Cottonwood Creeks ), and “B” (Cutty’s Resort Protection ) in the Appendix. Alternatives may or may not be applicable to the entire project area, but may be restricted to specific locations.

The Consultant shall research and obtain all existing engineering and planning information, reports, etc. which may provide data for the project such as, but not limited to, FEMA flood studies, existing drainage reports and fire damage surveys/reports for the basins covering the project, existing and future utility construction, aerial photography, individual property title information for each property adjacent to the proposed construction areas, and topographic survey.

The Consultant shall analyze existing available information and develop options for channel alignments and cross-sections, structure selection, right-of-way and easement needs, utility changes, private property issues, water quality, property ownership and acquisition requirements, environmental and permitting issues and

requirements, costs and maintenance concerns that will have to be studied and further developed in the preliminary and final design phases of the project.

An alternative will be selected for preliminary design defining the recommended improvements. Limited Value Engineering and supporting information shall be provided to justify the chosen alternative. Plan and profile, typical sections, proposed right-of-way and easement needs, and all other improvements defined shall be delineated clearly capturing all general improvement requirements. The Consultant will provide concept level exhibits for review and approval prior to proceeding with preliminary design.

Signed initial Permission to Enter forms shall be provided by the County. PTE forms will be needed for all work on private property, including, but not limited to: survey work, geotechnical boring and testing, utility locates and potholing, etc.

1. **Design Survey:** The Consultant shall obtain and provide all necessary land and elevation survey information to accomplish design and as-built plans for this project. Upon completion, all survey data and analysis shall be provided to the County for inclusion in the project records and formatted to match the County GIS system.
2. **Geotechnical and Subsurface Investigation Report:** The Consultant shall identify soil and subsurface information requirements necessary to advance the design of the road, channel, drainage structure and utilities. The Consultant shall develop a detailed geotechnical investigation plan including borings and/or test pits for obtaining the information necessary to advance the design. The report shall summarize the findings and establish the design parameters for the various project elements.
3. **Utility Coordination:** All existing utility systems must be considered. The Consultant shall contact and coordinate with utility providers during conceptual design and obtain the existing locations of the utilities. The conceptual plans shall be distributed to all affected utility companies for review and comment. Multi-provider and individual provider coordination meeting(s) will be held as required. The Consultant shall implement the results of these investigations and recommendations into the alternatives and concept plans.
4. **Drainage:** The Consultant shall review available drainage reports for the area and provide conceptual hydrology and hydraulics analysis to determine conceptual drainage facilities and channel improvements required for each alternative. Post fire flows from the 10-year and 100-year frequency storms shall be studied.
5. **Environmental Clearances / Permitting:** All environmental work pertaining to this project is being done by NRCS. The environmental report shall be provided to the successful firm when completed.

The Consultant shall take the lead in preparation of permit applications and coordination with environmental agencies including local, state, and federal agencies, U.S. Army Corps of Engineers, Colorado Division of Wildlife, CDPHE (Stormwater Discharge Permit), US Fish and Wildlife, and the Fremont County Floodplain Administrator, to determine appropriate processes and permitting required as a federally funded project. These efforts shall commence immediately upon "Notice to Proceed" for the project.

6. **Conceptual Property Impacts:** The Consultant shall provide a list and basic exhibit(s) to the County's Project Manager identifying all properties that are likely to be impacted by the Project. The Consultant shall coordinate and secure ownership and encumbrances reports for an approved list of parcels for which construction activities are expected. The Consultant shall review the title work for any "red flags" or possible problems that may cause delays to design or construction and shall provide recommendations for resolving the issues. A summary of the issues and recommendations shall be provided to the County Project Manager for consideration. Applicable information and/or design considerations based on the ownership and encumbrances reports will be included in the conceptual design package and preliminary plans.
7. **Conceptual Design Deliverables:** The Consultant shall schedule work efforts and resources to produce the required reports and documents identified for this task immediately following Notice to Proceed. Prior to document submission, the Consultant shall also provide draft and/or progress documents to the County in sufficient time to allow County review and incorporation of comments into the final document submittal. For scheduling purposes, the Consultant should allow 12 to 16 working days for County, State, and NRCS review, depending on the size and complexity of the report/document submission. Draft and final submissions should be reflected on the project schedule.

The Consultant shall develop alternatives / conceptual design package that defines each alternative and a preferred alternative that incorporates the findings from the investigations identified in the above items. Three (3) hard copies and access to an electronic copy of each submittal is required unless indicated otherwise.

The Report shall include the following:

- a) Recommendation for preferred alternative
- b) Drainage Analysis and Structure Selection
- c) Alternatives Design Criteria & Conceptual Design Drawings (11x17 sets)
- d) Environmental Impacts, Clearance Requirements, and Permit Requirements
- e) Utility Impacts
- f) Property Impacts and Title Work, including rise in flood levels at adjacent properties
- g) Drawing sheets to accompany County prepared Operation and Maintenance agreements
- h) Phasing and Construction Duration
- i) Construction Cost Estimate

At a minimum, the conceptual drawings shall include base mapping and plan drawings (scale: 1"=100') showing existing conditions, proposed improvements, existing and future utility lines and corridors, existing and proposed easements, environmentally sensitive lands that are affected by the improvements, preliminary vertical alignment information, as well as, typical cross-sections showing channel widths and slopes, roadway widths, shoulders, drainage facilities, slopes, and utility corridors, as appropriate. Floodplain effects / impacts for the project areas for the 10-year and 100-year frequency storm events shall be determined and provided by the Consultant.

## PRELIMINARY ENGINEERING AND PLANS

Upon approval of the preferred alternative and concept package, the Consultant shall provide preliminary engineering. The Construction Plans and Specifications shall be in accordance with applicable federal, state, and local regulations and standards.

- 1) **Utility Coordination:** The Consultant shall continue coordinating with utility providers during preliminary engineering. The Consultant shall pothole to confirm the vertical and horizontal locations of all impacted utilities. Plans shall clearly identify the existing location of the utilities. The preliminary plans, including cross sections, shall be distributed to all affected utility companies in the corridor for review and comment. Multi-provider and individual provider coordination meeting(s) will be held as required. The Consultant shall implement the results of these investigations and recommendations into the construction plans.
- 2) **Environmental Clearances / Permitting:** The Consultant shall continue coordination with environmental agencies, and NRCS, for required environmental permitting or environmental clearance requirements necessary to advance the project.
- 3) **Hydrology and Hydraulics Report:** The Consultant shall complete a project hydrology and hydraulics report including HEC-RAS or similar analysis to support the structure and channel design in accordance and in compliance with FEMA, CWCB, and Fremont County Floodplain Development Requirements. Drainage facilities shall be designed to handle the 10-year post-fire storm. Water surface profiles for the design storms and flood delineation for the 100-year storm, including FEMA floodplain, shall be evaluated and included with the report. The area of hydraulic ( floodplain delineation )study for Cottonwood Creek and its tributaries is from the BLM land boundary upstream, to the Arkansas River downstream.

A scour analysis following FHWA guidelines shall also be included. The structures will be designed to withstand the effects of scour. The design storm to be used for scour analysis shall be determined during design.

- 4) **Erosion Control and Stormwater Management:** The Consultant shall prepare a preliminary design and summary that defines the best management practices (BMPs) that will be incorporated into the design for managing stormwater quantity and quality during construction and post-construction. A Grading and



Erosion Control Plan shall be prepared in accordance with the most current State SWMP template. The Grading and Erosion Control Plan and detail sheets for non-standard BMPs shall be incorporated into the construction plan set for the Contractor's consideration. The Contractor will be responsible for creation and implementation of a formal Stormwater Management Plan (SWMP).

- 5) **Preliminary Construction Documents:** The Consultant shall prepare preliminary construction plans to include, at a minimum: project alignments and profiles, typical construction sections and details, existing utilities, drainage improvements, construction and post-construction stormwater quality BMPs, any structural layouts for improvements, cross sections, and typical details. A detailed outline of anticipated project specifications shall be provided based on the preliminary plans.
- 6) **Cost Estimate and Schedule:** A preliminary construction cost estimate and schedule shall be provided based upon the preliminary construction drawings. The CDOT cost data book and/or similar recently bid or constructed projects will be the basis for the unit prices unless more accurate local information is available.
- 7) **Preliminary Design Deliverables:** Prior to document submission, the Consultant shall also provide draft and/or progress documents to the County in sufficient time to allow County review, as required, and incorporation of comments into the final document submittal. For scheduling purposes, the Consultant should allow 12 to 16 working days for County and NRCS review depending on the size and complexity of the document submission. Draft and final submissions should be reflected on the project schedule.

The Consultant shall provide Three (3) hard copies and access to an electronic copy of each submittal unless indicated otherwise.

- a. Structure Selection Report
- b. Geotechnical and Subsurface Investigation Report
- c. Hydrology and Hydraulics Report
- d. Environmental Reports
- e. Construction Drawings (11x17 sets)
- f. Specifications Outline
- g. Phasing and Construction Schedule
- h. Construction Cost Estimate

## FINAL ENGINEERING DESIGN SERVICES

Based on the preliminary design approved by the County and NRCS, the Consultant shall prepare final construction plans and documents for bidding, in hardcopy and electronic format (pdf) as required by the County. Prior to commencing final plan production, all salient features of the preliminary plan shall be determined for the Project and approved by the County and NRCS.

A plan submittal shall be made in preparation for the final office review. The final office review plan submittal shall be reviewed and approved by the County and NRCS prior to final plan production.

- 4) **Construction Documents:** The Consultant shall prepare final designs and final construction documents for bidding and a cost estimate. Standard plan sheet size shall be 11x17. Construction drawings shall be signed and sealed by a Professional Engineer licensed in the State of Colorado.

Production of the project for any plan and profile sheets will be developed on a 1"=100' scale horizontal, and 1"=20' scale vertical. All data (i.e. construction centerline line and curve data) for construction shall be delineated and labeled on the plan and profile drawings in addition to the horizontal control drawings. Grading plans, separate from the plan and profile drawings, shall also be produced at a scale no smaller than 1"=100' and shall include all drainage related grade information including inverts and top of grade for all existing and proposed drainage structures, channels, etc. Provide cross sections at maximum 25-foot increments and include cut/fill data for each section, either on the cross section sheets or in a summary report. Special details required for the project shall be prepared and included in the plan set. Existing utilities, shall be included and clearly delineated in the plan set.

The plans shall include a Summary of Approximate Quantities and a Tabulations of Quantities for the project construction items. Quantities for Construction Traffic Control specialty items, management and inspections will be included in the plan set.

Requirements for Construction Phasing, and for Erosion Control and Stormwater Management Plans are further defined below.

- 2) **Final Utility Coordination:** The plans and specifications shall be distributed to all affected utility companies in the corridor for final review and comment. A utility coordination meeting will be held prior to advertisement for construction. Comments will be incorporated, as appropriate, in the final bid documents.
- 3) **Construction Phasing:** The Consultant shall prepare anticipated construction phasing –plans to be incorporated in the plan set for the Contractor to consider.
- 4) **Erosion Control and Stormwater Management:** The Consultant shall provide a final Grading and Erosion Control Plan and project specific BMP details for inclusion in the contract documents.
- 5) **Environmental Clearances / Permitting:** The Consultant shall obtain, on behalf of the County, all necessary permits to advance the project. Environmental clearances shall be provided by NRCS.
- 6) **Contract Specifications:** Unless otherwise approved, The Consultant shall produce Project Specifications in accordance with the 2017 Colorado Department of Transportation *Standard Specifications for Road and Bridge Construction*, 2012 CDOT M&S Standards *or approved similar examples*. The Project Specifications will include the bid form, technical specifications, and special provisions. As required, the Consultant shall prepare supplemental specifications to address project specific construction requirements that vary from or are not addressed in the CDOT Standard Specifications. All applicable inserts for the specifications shall be included in the submittal set such that the submittal shall be ready for advertisement. A bid form shall be provided with the specifications.
- 7) **Final Cost Estimate:** A detailed construction cost estimate shall be updated based upon the completed and approved final design construction drawings. Estimates will include all construction material items, construction survey, mobilization, signing, construction traffic control, and force account work required. Construction management and QA testing shall be itemized separately. The CDOT cost data book will be the basis for the unit prices unless more accurate local information is available. The estimate shall be signed and sealed by the Professional Engineer responsible for preparing the estimate.
- 8) **Final Engineering Deliverables:** Prior to final document submission, the Consultant shall also provide draft and/or progress documents to the County in sufficient time to allow County review and incorporation of comments into the final document submittal. For scheduling purposes, the Consultant should allow 15 to 20 working days for County and NRCS review depending on the size and complexity of the document submission. Draft and final submissions should be reflected on the project schedule.

#### **Bid Set Requirements:**

One (1) original and two (2) copies of all deliverables shall be signed and sealed by a Colorado Registered Professional Engineer or Professional Land Surveyor unless otherwise noted. Bid Set deliverables shall also be provided on a CD in .pdf format, unless specified otherwise.

- a. Final Design Drawings and Project Specifications to be provided in accordance with the following:
  - Half size (11x17) plan sets including cross sections (reproduced) [1 original]
  - Project Specifications (Microsoft Word)
  - Electronic (pdf and AutoCAD) copy on a CD
- b. ROW plans
  - Half size (11x17) plans (reproduced) [1 original]
  - Electronic (pdf and AutoCAD) copy on a CD
- c. Final Reports
  - Three (3) original hard copy of each
  - Electronic (pdf and Word) copy on a CD
- d. Final Construction Estimate per Plans and Specifications

## PROJECT DELIVERABLES AND SCHEDULE

The Consultant shall use Microsoft Office and IBM PC compatible graphics packages and AutoCAD (or compatible 2012 Edition) to generate text, figures, tables, and drawings as needed. The Consultant shall obtain approval from the County for all graphics and other software proposed for use under this contract. All final deliverables shall be provided hard copy and on CD. All deliverables shall be clearly organized and indexed for easy access and retrieval.

The Consultant shall comply with the following requirements, as applicable:

- 1) Provide the Plans and Reports to the extent required by the nature of the Work.
- 2) Plans and Reports produced and sealed by a Colorado Registered Professional Engineer
- 3) Provide final assembly of Plans and Contract Documents.
- 4) Be responsible for the Plans being accurate and complete.
- 5) Make no further changes in the Plans following the award of the construction contract except by agreement in writing between the parties. The Plans shall be considered final when approved and accepted by the parties hereto.
- 6) Afford the County ample opportunity to review the Plans and make any changes in the Plans as directed.

## OTHER SERVICES

With minor exceptions for small portions of County Roads 39 and 40, all of the proposed construction areas are on private property. No payments to private landowners or utility companies are anticipated. The Consultant shall provide the following services:

- 1. Ownership and Encumbrance Reports:** The Consultant shall obtain the ownership and encumbrance reports, from a title company for those parcels where construction is expected, during concept/preliminary design.
- 2. Property Staking:** The Consultant shall provide preliminary survey and temporary staking required during the design phase.
- 3. Appraisals:** None anticipated.
- 4. Operation and Maintenance ( O&M ) Agreements:** Upon approval by the County of the concept phase drawings, the Consultant shall provide descriptive letter or legal paper sized drawings to accompany separate O&M agreements for each property where construction activities are planned. The County will provide the O&M agreements. Upon completion of the preliminary plans, the O&M agreements and their accompanying drawings shall be updated to reflect any needed changes. The County will present the O&M agreements to the property owners for concept approval and final signatures.

## ENGINEERING SUPPORT DURING CONSTRUCTION PHASE

The Consultant shall provide engineering support during the construction phase, as required. The support services are anticipated to include the following:

- 1) Provide Bid Documents and Attend Pre-Bid Conference:** The Consultant shall provide the construction bid documents in pdf format to the County for advertisement, attend the construction pre-bid conference with the County Project Manager, County Emergency Management Director, NRCS, and prospective bidders. The Consultant shall prepare the conference agenda, lead the conference, and provide support as required.
- 2) Respond to Requests for Information:** Upon advertisement of the project for construction, the Consultant shall make available services as requested to assist in the evaluation of construction and the resolution of construction problems that may arise during the construction of the project. The Consultant shall respond in a timely fashion to questions and requests for clarification related to the design. All responses are to be coordinated through the County Construction Project Manager.

- 3) **Shop Drawing and Submittal Review:** The Consultant shall provide a list of all submittals required by the contract documents, track the submittal and approval process, and provide timely comment/approval based on the review of submittals and shop drawings for conformance with the contract documents.
- 4) **Meetings:** The Consultant may be requested to attend job meetings with the contractor and County Construction Project Manager and shall support the County in providing clarification and design input to questions about the design or in addressing field related problems that require design input.
- 5) **Construction Inspection:** The Consultant shall be responsible for on-site construction inspection, verification of materials delivered and installed (quality and quantity), and preparation of needed reports to satisfy funding agency verification requirements.
- 6) **As-built drawings:** Upon completion of project construction, the Consultant shall utilize redlines provided by the Contractor's Construction Manager to create electronic as-built plans. An electronic pdf copy on CD and three (3) original sealed and signed as-built plan sets shall be provided to the County, and one (1) 11x17 set. As-built construction plans and final ROW plans shall be digitally produced in AutoCAD, version 2012 preferred, unless otherwise approved. All files shall be submitted to the County on CD. They shall be indexed and include a table of contents for the files. All AutoCAD files with cross-referenced files (xrefs) shall have those xrefs identified in the index for each drawing file applicable. All drawing ".DWG files", ".TIN" files, Hec-Ras, GIS, and other files pursuant to designing the work produced shall be included and properly indexed.

## **PROPOSAL PREPARATION**

The Proposal shall be divided into appropriate sections, and information submitted shall be concise and easily found.

### **The following information must be included in the Proposal, in the order listed:**

- A. Cover Letter: Include the following elements of information in the letter as a minimum:
  - 1) Project name.
  - 2) Certification statement that the information and data submitted is true and complete to the best knowledge of the individual signing the letter.
  - 3) Name, telephone number, and e-mail address of the individual to contact regarding the submittal.
  - 4) The signature of an authorized principal, partner, or officer of the firm.
  - 5) The cover letter shall be a maximum of one page in length.
- C. Ability of the Company to meet or exceed the requirements defined in the RFP:
  - 1) Company history, stability, and financial standing: Provide a brief description of your firm including location(s), office locations, size of firm, and financial stability (annual public reports or private financial statements shall be included in an appendix or under separate cover; private financial information will be kept confidential by the County).
  - 2) Describe/summarize the Company's relevant experience. Include a maximum of 5 relevant projects with similar services, timelines and/or magnitudes, as applicable.
    - *Generally describe project scope and services provided.*
    - *Specifically identify if the relevant projects had Federal funding and what type of Federal funding.*
    - *Specifically identify key personnel involved in the similar project.*
  - 3) Summarize/list the Company's applicable qualifications and/or certifications. The County may request proof of the listed certifications prior to performing work.
  - 4) References:
    - Provide 3 minimum, 5 maximum references, other than Fremont County, where your firm provided similar services. It is preferred that representatives of Fremont County not be provided as references. Waiver may be requested with sufficient justification.
    - Provide: Firm names, contact names and titles, phone numbers, and email addresses
    - Provide a list of services and summarize type of service(s) and past performance. Limit descriptions of services provided to each reference to two (2) concise paragraphs.

- D. Ability of the Company's Key Personnel to meet or exceed the requirements defined in the RFP:
- 1) Describe number and nature of professional staff available for this project.
  - 2) Provide an organization chart with anticipated staff and Key Personnel that will be assigned to the project. The County may request additional and/or updated information about the personnel prior to performing work.
  - 3) Provide a list of subconsultants that will be used for the proposed work, and describe the scope of work that will be provided by each subconsultant.
    - Describe/summarize each subconsultant's relevant experience. Include a maximum of 3 relevant projects with similar services, timelines and/or magnitudes, as applicable.
      - *Generally describe project scope and services provided.*
      - *Specifically identify if the relevant projects had Federal funding and what type of Federal funding.*
      - *Specifically identify key personnel involved in the similar project.*
  - 4) Provide current and projected work load of Key Personnel
  - 5) Describe/summarize Key Personnel's relevant experience. Include relevant projects with similar services, timelines and/or magnitudes, as applicable. (This may include experience with a different Company.)
    - *Generally describe project scope and key personnel's role in the project.*
    - *Specifically identify if the relevant projects had Federal funding and what type of Federal funding.*
  - 6) Summarize/list applicable qualifications, licenses, training and/or certifications of Key Personnel. The County may request proof of the listed training, certifications, and/or licenses prior to performing work.
  - 7) CV's or resumes for Key Personnel may be included if additional information is deemed necessary. If included, resumes shall be located in an appendix and referenced in the proposal as applicable. Do not exceed one (1) page per CV or resume.
  - 8) Exclusive of the brief resumes and organization chart, the information provided in response to this item shall not exceed four (4) pages.
- E. Understanding and approach:
- 1) Provide a summary narrative describing the Company's understanding of the County's expectations with respect to the *process and requirements* described in the RFP.
  - 2) Provide a summary narrative describing the Company's understanding and approach for completing the proposed work as described in this RFP including Optional services:
    - Describe available services and associated support/resources
    - Clearly identify the Company's and Key Personnel's responsibilities
    - Provide a clear understanding of the project requirements with respect to federal funding
    - Describe your unique approach to management of the project (i.e. budget, schedule, other)
    - Provide an overall estimated schedule to include key tasks and milestones
    - Address any other responses requested by this RFP
  - 3) Provide a narrative and/or exhibits describing your innovative or unique approach to completing the project requirements and solving project issues (i.e. constraints with respect to design, property acquisition, utilities, environmental, roadway, drainage, other).
  - 4) Provide a copy of the Consultants standard Professional Services Agreement for County consideration.

### **FFF PROPOSAL ( In separate envelope )**

Fee/rate/cost schedule for services proposed must include the following at minimum:

- A. Submit by task, labor category/title, associated rate and estimated hours per task. Include "all" anticipated labor categories/titles that may be used on the project.
  - Include names of Key Personnel with their title, rate and hours.
  - In addition, submit a comprehensive rate sheet with labor categories / titles and associated billable rates for all positions that are forecasted to be working on this project. Specific names (other than those specified in the Fee Schedule) for each title are not required. The final approved rate sheet will be included in the contract. A separate rate sheet from the schedule of services is anticipated.
- B. Hourly rates, unit rates, and markups shall be a fixed rate and not a range.

- C. Hourly rates, unit rates, and markups not included as part of the Consultant's original fee schedule will not be considered.
- D. A multiplier on personnel rates for overtime/off-hours work or field work conducted using upgrade levels of personal protection (i.e. Level C, B, or A) will not be considered.
- E. Non-labor expenses shall be listed at cost (no loading on non-labor).
- F. Mileage will be paid at the approved Federal rate. This rate will be specified in the fee proposal and will be included in the contract.
- G. List any additions in Miscellaneous Expenses – be specific.
- H. Unit rates for Consultant owned equipment not listed will be accepted as long as the items are included as part of the Consultant's original fee schedule submitted in response to the RFP.
- I. Attach subconsultant fee estimates
- J. Total (not to exceed) project cost

**Fees and rates must be good for a minimum of one (1) year.** Rate changes are typically limited to re-evaluation with Contract Amendments. Any requested adjustment shall be fully documented and submitted, in writing, to the County at least sixty (60) days prior to the requested adjustment date. Fees and/or rates shall be considered for an adjustment only if adjustments occurred in the industry. Such adjustments shall be based on the latest yearly percentage change in the local Consumers Price Index (CPI) as published by the Bureau of Labor Statistics, U.S. County of Labor, and increases shall not exceed three percent (3%). The yearly increase or decrease in the CPI shall be the latest Index published and available for the prior 12 months, ending in the month that the adjustment was requested. Increases claimed by the Consultant in accordance with this formula must be documented by the Consultant to the County's satisfaction. The County may, after examination, refuse to accept the adjusted costs if they are not properly documented, or considered to be excessive, or if decreases are considered to be insufficient.

## **PROPOSAL PROCESS REQUIREMENTS**

### **INQUIRIES**

Questions related to this Request for Proposals (RFP) must be directed to Sunny Bryant, Fremont County Manager at 719-276-7351 or by email to: sunny.bryant@fremontco.com. All questions requiring written responses shall be submitted in writing. If needed, written responses to those questions shall be published as an addendum after the final questions are due. All final questions are due **no later than 9:00 AM, September 17, 2018.**

### **PRE-PROPOSAL CONFERENCE**

A voluntary **PRE-PROPOSAL CONFERENCE will be held at 11:00 AM, September 5, 2018**, at the Fremont County Administration Building, 615 Macon Avenue, Canon City, Colorado 81233. This pre-proposal conference is not mandatory; however, it is strongly recommended that interested parties attend, to have questions answered. A site visit will follow the office meeting. Transportation to the project site will not be provided. Travel distance is approximately 35-miles west of Canon City, Colorado. When attending the pre-proposal conference, please bring your business card.

### **PROPOSAL RESPONSE REQUIREMENTS**

The following items must be included in the proposal in the order listed herein:

- 1) The Response Checklist (form included in this RFP package).
- 2) Each Addendum acknowledgement signed for each addendum issued. The Addendum content does not need to be attached, just the acknowledgement page.
- 3) The Firm's standard Professional Services Contract.
- 4) Copies of requested insurance certificates.
- 5) Qualification Statement.
- 6) Proposal Detail Information.
- 7) Certification Regarding Lobbying (Byrd Anti-Lobbying Certificate)
- 8) Fee Proposal (in a separate envelope).

**PROPOSAL SUBMISSION**

Proposals must be received at the Fremont County Administration Building, 615 Macon Avenue, Canon City, Colorado 81233, **no later than 2:00 PM, September 19, 2018**. E-mailed or faxed responses will not be accepted.

An original, a public copy, three (3) copies and one (1) CD of the Proposal must be mailed or delivered in a sealed envelope to the above stated address and identified as **RFP Hayden Pass Flood Recovery Design Services** on the outside of the envelope. Please identify the Original Proposal. It is not necessary to submit each proposal in a separate envelope.

A “Public Copy” of the proposal should be submitted and identified as “Public Copy”. This copy will be available for public inspection and should not contain any information that the proposer deems confidential and proprietary. The County reserves the right to make the original copy available to the public if requested and/or required by law.

Proposers shall also submit one (1) digital version (CD) containing: entire proposal including a Fee Proposal of the original and public copy.

Proposals shall be signed by an authorized representative of the proposer. Failure to submit the information requested may result in the County requiring prompt submission of missing information and/or giving a lower evaluation of the proposal. The County may reject proposals which are substantially incomplete or lack key information and may waive informalities.

By submitting a proposal, you represent that you have (1) thoroughly examined and become familiar with the scope of services outlined in this RFP, and (2) are capable of performing quality work to achieve the County’s objectives.

**ORAL PRESENTATIONS / INTERVIEW**

Firms submitting a proposal in response to this RFP may be required to give an oral presentation of their proposal in an interview session with the Evaluation Committee. Additional technical and/or cost information may be requested from any firm by the Evaluation Committee prior, during or after the interview for clarification purposes, but in no way will change the original proposal submitted. Interviews are at the option of the Evaluation Committee and may or may not be conducted.

**RFP TIMETABLE**

***NOTE: THE DATES SHOWN IN ITALICS ARE APPROXIMATE, ARE NOT BINDING, AND ARE SUBJECT TO CHANGE.***

RFQ NOTICE ADVERTISED	August 23, 2018
PRE-PROPOSAL CONFERENCE	September 5, 2018
FINAL RFQ QUESTIONS DUE	September 17, 2018
PROPOSAL DUE DATE	September 19, 2018
EVALUATION OF PROPOSALS	September 20, 2018
INTERVIEWP (IF APPLICABLE)	October 3, 2018
RECOMMENDATION OF AWARD TO BOCC	September 25, 2018 or October 9, 2018

**TERM OF CONTRACT**

Issuance of this RFP and receipt of proposals does not commit the County to award a purchase order or contract. The County reserves the right to postpone opening, to accept or reject any or all proposals received in response to this RFP, or to negotiate with other than the highest ranked proposer should negotiations with the highest ranked proposer be terminated, or to cancel all or part of this RFP.

The term of the contract will be from date of award through project completion. Any contract awarded between Fremont County and the successful firm will consist of a Firm-Fixed Price (FFP) or Cost Plus Fixed Fee Services Contract (at the sole discretion of the County) signed by parties, this RFP and any addendums, the submitted proposal, negotiations, the resulting Purchasing Order, and original certificates of insurance.

Fremont County may consider using the proposer's standard professional services contract form with, or without changes subject to negotiation.

A proposal shall be disqualified and rejected by the County if the price in the proposal was not arrived at independently without collusion, consultation, communication, or agreement as to any matter relating to such prices with any other proposer, County employee, or any competitor.

The Proposer is prohibited from submitting multiple proposals in a different form (i.e. as a prime Contractor and as a sub-Contractor to another prime Contractor). Submittal of multiple proposals in different form may result in the disqualification of all Proposers associated with a multiple proposal.

Should any such prohibited action stated above in this section be detected any time during the term of the Contract, such action shall be considered a material breach and grounds for Contract termination.

By submitting their proposal, the Proposer certifies that they are not currently debarred or suspended from submitting bids or proposals for federal contracts on the System for Award Management (SAM) Exclusions) database and/or any agency of Fremont County, Colorado and/or the State of Colorado, nor are they an agent of any person or entity that is currently debarred from submitting bids or proposals on contracts by Federal, Fremont County, Colorado or the State of Colorado

**INSURANCE REQUIREMENTS**

For proposal purposes, proposers must submit copies of certificates of insurance for professional and general liability and workers' compensation, as referenced on the Response Checklist. The successful contractor will be required to provide original certificates for Professional Liability, Comprehensive General Liability, Automobile Liability, any specialized liability required by the nature of the work, prior to commencing work, at its own expense, naming Fremont County as additional insured, along with an original Workers' Compensation certificate, both with a 30-day cancellation notice, and maintain such coverage for the duration of the proposal award/contract.

Contractor shall provide the coverage specified herein. Satisfactory certificates of insurance shall be filed with Owner prior to beginning the Work.

The limits of liability for the insurance required by the General Conditions shall provide coverage for not less than the following amounts or greater where required by law:

Worker's Compensation:

- (1) State: Statutory
- (2) Applicable Federal (e.g. Longshoreman's): Statutory
- (3) Employer's liability: \$100,000

Comprehensive General Liability:

- (1) Bodily Injury:
  - \$1,000,000 Each Occurrence
  - \$2,000,000 Annual Aggregate, Products and Completed Operation
- (2) Property Damage:
  - \$1,000,000 Each Occurrence
  - \$1,000,000 Annual Aggregate
- (3) Property Damage Liability Insurance will provide explosion, collapse, and underground coverages where applicable.
- (4) Personal injury, with exclusion deleted:
  - \$1,000,000 Annual Aggregate



**Comprehensive Automobile Liability:**

- (1) Bodily Injury:
  - \$1,000,000 Each Person
  - \$1,000,000 Each Accident
- (2) Property Damage:
  - \$1,000,000 Each Occurrence

**EVALUATION AND AWARD PROCESS**

The Evaluation Committee will evaluate all proposals received for completeness and the proposer’s ability to meet all specifications as outlined in this RFP. The committee may then short list for interviews the specific firms whose proposals best meet all the criteria required. The negotiations and award process will follow the procedures as outlined in the “INSTRUCTIONS FOR SUBMITTING PROPOSALS”.

**SELECTION CRITERIA**

The following factors (listed in order of priority) will be considered when evaluating each proposal.

1. Understanding and approach
2. Ability of the Company’s Key Personnel to meet or exceed the requirements defined in this RFP
3. Ability of the Company to meet or exceed the requirements defined in this RFP
4. Cost
5. Reservations, conditions, and constraints.
6. Completeness of the response to this RFP.

Any questions regarding this RFP should be directed to Sunny Bryant, Fremont County Manager at 719-276-7351 or by email to: sunny.bryant@fremontco.com.

FREMONT COUNTY

CONTRACTOR'S QUALIFICATION STATEMENT

CIVIL ENGINEERING DESIGN AND CONSTRUCTION MANAGEMENT SERVICES

Hayden Pass Emergency Watershed Protection Program (EWP) Project

This statement will provide information which will enable the County to evaluate the qualifications of your firm and staff with regard to the requirements of this Request for Proposal.

Please complete this form in its entirety and submit it along with the other required proposal documents. If there is not enough room on the form to answer the questions, attach additional pages if necessary.

(PRINT or TYPE):

FIRM NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

AUTHORIZED REPRESENTATIVE: \_\_\_\_\_

TITLE: \_\_\_\_\_

**AUTHORIZED REP. SIGNATURE:** \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

1. TYPE OF BUSINESS:

2. TYPE OF LICENSE & LOCATION:

CORPORATION

INDIVIDUAL

PARTNERSHIP

JOINT VENTURE

OTHER: \_\_\_\_\_

3. TYPE OF SERVICE TO BE PROVIDED FOR RFP: \_\_\_\_\_

4. NUMBER OF YEARS IN BUSINESS: \_\_\_\_\_

5. ON A SEPARATE SHEET, PROVIDE A BRIEF HISTORY OF YOUR FIRM, STAFF SIZE, AND EXPERIENCE. SUBMIT A RESUME FOR THE PROJECT MANAGER AND EACH KEY PERSONNEL ASSIGNED TO THIS PROJECT.

6. WHAT OTHER NAME(S) HAS YOUR COMPANY OPERATED UNDER:

7. HAVE YOU OR YOUR FIRM EVER FAILED TO COMPLETE ANY WORK AWARDED TO

YOU? NO  YES  IF "YES", EXPLAIN:

8. HAS ANY OFFICER OR PARTNER OF YOUR ORGANIZATION EVER BEEN AN OFFICER OR PARTNER OF ANOTHER ORGANIZATION THAT FAILED TO COMPLETE A CONTRACT WITHIN THE LAST FIVE (5) YEARS? NO  YES

IF "YES", EXPLAIN:

9. HAS YOUR FIRM OR ANY PARTNERS OR OFFICERS EVER BEEN INVOLVED IN ANY BANKRUPTCY ACTION? NO  YES  IF "YES", EXPLAIN:

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10. ARE YOU PRESENTLY INVOLVED IN ANY LITIGATION WITH AN OWNER OR OTHER GOVERNMENT AGENCY? NO  YES  IF "YES", EXPLAIN TYPE, KIND, PLAINTIFF, DEFENDANT, ETC., AND STATE THE CURRENT STATUS:

11. BANK REFERENCE: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CONTACT: \_\_\_\_\_ PHONE: \_\_\_\_\_

12. LIST THREE (3) SIMILAR PROJECTS (LOCAL OR STATE-WIDE, **OTHER** THAN THE COUNTY) FROM THE LAST FIVE (5) YEARS – INCLUDE LOCATION OF PROJECT, CONTACT NAME, ADDRESS, TELEPHONE NUMBER, AND SIZE OF PROJECT (CONTRACT AMOUNT):

**NOTE:** DETAILED INFORMATION ON THESE PROJECTS MAY ALSO BE REQUESTED IN THE RFP PACKAGE

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

13. LIST CURRENT SIMILAR PROJECTS (LOCAL OR STATE-WIDE) UNDER CONTRACT- INCLUDE LOCATION OF PROJECT, CONTACT NAME, ADDRESS, TELEPHONE NUMBER, AND SIZE OF PROJECT (CONTRACT AMOUNT):

**NOTE:** DETAILED INFORMATION ON THESE PROJECTS MAY ALSO BE REQUESTED IN THE RFP PACKAGE

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

14. LIST OF SUBCONTRACTORS TO BE USED FOR THIS PROJECT: (INCLUDE FIRM NAME, CONTACT NAME, ADDRESS, TELEPHONE NUMBER, AND TYPE OF WORK):

1. \_\_\_\_\_

- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_

15. BONDING COMPANY AND AGENT (IF EVER BONDED):

NAME:   N/A    
PHONE: \_\_\_\_\_  
(A) CURRENT BONDING RATE: \_\_\_\_\_  
(B) LARGEST INDIVIDUAL PROJECT BOND TO DATE: \_\_\_\_\_

16. SURETY (insurance) REFERENCE FOR LAST FIVE (5) YEARS:   N/A    
\_\_\_\_\_

**IF ADDITIONAL INFORMATION IS PROVIDED ON A SEPARATE SHEET FOR ANY OF THE ABOVE ITEMS, CLEARLY SPECIFY ON THIS FORM WHERE IT CAN BE LOCATED IN YOUR PROPOSAL PACKAGE.**